



### **Position Vacancy Announcement**

**Today's Date:** 02/24/10

**Posting #:** 8258

**Job Title:** Sr. Contracts Specialist

**Location:** Contracting & Compliance

**Salary Range:** \$40,700 - \$ 63,800

**Status:** Permanent, Full-time

### **Position Overview:**

This is a contract negotiating, drafting, monitoring and supervising position at the full professional level. As a leader of the Contracts team, the individual will lead the contract negotiation process with suppliers, vendors, service providers and subcontractors on behalf of the agency and its respective customer base.

### **Examples of Work Performed:**

- Serves as a supervisory liaison officer to ensure fulfillment of obligations by suppliers, vendors, service providers and subcontractors.
- Oversees, evaluates and monitors contract performance of assigned contracts as well as those assigned to the Contracts Specialists, to determine requirements for amendments, extensions or modifications of contracts, and compliance of the contractual obligations. Acts as a lead negotiator for the agency in brokering terms and conditions.
- Oversees, administers, extends, modifies, terminates and re-negotiates assigned contracts as well as contracts assigned to the Contracts Specialists.
- Supervises, directs and coordinates activities of formulating bid proposals.
- Prepares reviews and analyzes price proposals, financial reports, and other relevant data to determine reasonableness of costs for services.
- Manages and maintains all fiscal aspects of contract budget and related reporting for both assigned contracts and contracts assigned to the Contracts Specialists. This includes tracking the monthly expenditures of each program, ensuring accruals are entered monthly, and ensuring encumbered charges are paid timely.

### **Key Attributes:**

- Knowledge of the contracting process and contract requirements for professional service
- Ability to successfully multitask, and adjust easily to changing priorities.
- Ability to synthesize data and prepare interpretive reports of same
- Must be computer literate and familiar with word processing, spreadsheet and database application (i.e. MS Word, Excel, Access, etc).

### **Required Education & Experience:**

- Bachelor's degree in Business Administration, Law, Public Administration or related field.
- Three years work experience in contracting or regulatory compliance; at least one year of which was in a supervisory capacity.
- Or, any equivalent combination of acceptable education and experience

### **Special Requirements:**

- Valid Maryland driver's license and daily access to an automobile
- Criminal Background Investigation.

All other qualified applicants should submit an application and/or resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax: (410) 396-8132, via email: [resumes@oedworks.com](mailto:resumes@oedworks.com).

Please place job title and posting number in the subject line.